

**CLASS TITLE: ASSISTANT DIRECTOR OF HEALTH
(BUDGET AND FINANCE)**

Class Code: 02947600
Pay Grade: 40A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to be responsible for planning, developing, and administering programs relating to Budget, Finance, and Purchasing; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director of Health (Management Services) with considerable latitude for the exercise of independent judgement; work is reviewed for the application of accepted principles, methods and techniques and for conformance to laws, rules, regulations, policies and instructions.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health, to be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.

To be responsible for the overall supervision of the department's purchasing function.

To evaluate management and methods procedures to ensure their effectiveness and efficiency in attaining their objectives and to recommend future plans and budget allocations based on this evaluation.

To make recommendations on planning and developing systems for effective administrative and fiscal management including fiscal and staffing requirements.

To be responsible for conducting cost analysis surveys of various departmental operations in order to produce recommendations for reducing costs.

To be responsible for conducting a program to insure that all eligible federal resources are made available to the department and that the proper estimates and reports of expenditures are prepared in order to maintain a positive cash flow in all federal accounts.

To oversee the Federal Indirect Cost Proposal, negotiates with federal officials, and responds to federal audits.

To represent the department at legislative and administrative hearings relating to budget and finance issues.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and practices of governmental management, budgeting, accounting contracting and purchasing, and the ability to apply such principles and practices in program areas within the Department of Health; a thorough knowledge of the organizational structures of health systems, health legislation and the functions of relevant state and federal agencies; a working knowledge of the methods of administrative analysis and evaluation, the ability to identify management problems and to work creatively and independently towards amelioration of these management problems; the ability to establish and maintain effective working relationships; the ability to plan, develop, coordinate and supervise the work of a professional, technical and clerical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Medical Care Administration, Business Administration, Public Health or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible high level managerial position in a public agency concerned with the delivery of human services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03